

**BLUE HILLS REGIONAL SCHOOL RETIREMENT SYSTEM
POSITION DESCRIPTION**

Position Title: Executive Director **Date:** June 2022

Reports To: Retirement Board **Job Type:** Part-time, average 10-15 hours/week

Retirement Office Hours: Flexible: remote and in person, with days to be agreed upon

Salary Range: Commensurate with experience

GENERAL SUMMARY

The Blue Hills Regional School Retirement System (“Blue Hills”) has 49 active members and 54 retired members. Under the direction of the Retirement Board, the Executive Director is the sole employee of the retirement system and responsible for all aspects of its daily operations.

ESSENTIAL JOB FUNCTIONS

- Process new member enrollments.
- Meet with members to provide counseling and information pertaining to creditable service estimates, makeups, redeposits, benefit estimates and payment options, and other aspects of retirement planning.
- Verify and audit member payroll information to ensure the appropriate member contributions are being deducted.
- Process and calculate service purchases, refunds, and transfers.
- Process and calculate all retirement and survivor benefit applications, including necessary recalculations.
- Process monthly payroll, checks, warrants, and reports for all benefit recipients.
- Assist in the preparation of all Form 1099Rs for monthly benefit and refund recipients.
- Conduct the benefit verification process.
- Working with the District Treasurer, perform all accounting functions, including preparation of financial statements for Board review and approval monthly, Public Employee Retirement Administration Commission (PERAC) cash book submissions, bank reconciliations, and preparation of Annual Statement of Financial Condition.
- Create and maintain member retirement files, Board records and documents, as well as control the retention of and access to such records in accordance with Public Records Laws.
- Attend monthly and special retirement board meetings, post public meeting notices and agendas, prepare and distribute Board members’ informational packets, and prepare Board meeting minutes.
- Prepare all correspondence and mailings to retirees, active members, PERAC, Board members, and other retirement systems, including the system’s 3(8)c invoices.

- Assist with Board member elections in accordance with PERAC regulations.
- Assist Board members with the registration and travel associated with educational training and conferences.
- Perform all other duties as assigned by the Board to the Executive Director.

OTHER TESTING REQUIRED

- A Criminal Offender Record Information (CORI) query is required.

QUALIFICATIONS, KNOWLEDGE, SKILLS & ABILITIES

- Bachelor's degree in a related field or equivalent work experience required.
- Previous experience with Massachusetts General Laws Chapter 32 required.
- At least three years of defined benefit plan, business, municipal finance, or accounting experience preferred.
- Excellent accounting, verbal, and written communication skills.
- Ability to follow instructions and work independently within prescribed deadlines.
- Proficient in Microsoft Word and, Excel.
- Ability to use PTG software preferred.

SUBMISSION REQUIREMENTS

To apply for this position, please submit **via email only** a cover letter and resume to David Sullivan, Executive Director, at dsullivan@bluehills.org, **by 12:00 p.m., on Friday, July 1, 2022.**

840 CMR 1.03: Prohibition Against Certain Persons Holding Certain Positions

No individual who has been convicted of robbery, bribery, extortion, embezzlement, fraud, grand larceny, burglary, arson, a felony violation of state or federal law defined in Section 102(a) of the Comprehensive Drug Abuse Prevention and Control Act of 1970, murder, rape, kidnapping, perjury, assault with intent to kill, any crime described in Section 9(a)(1) of the Investment Company Act of 1940 (15 U.S.C. 80a-9(a)(1)), a violation of Section 302 of the Labor-Management Relations Act, 1947 (29 U.S.C. 186), a violation of Chapter 63 of Title 18, United States Code, a violation of Section 874, 1027, 1503, 1505, 1506, 1510, 1951, or 1954 of Title 18 United States Code, a violation of the Labor-Management Reporting and Disclosure Act of 1959 (29 U.S.C. 401), any felony involving abuse or misuse of such person's position or employment in a labor organization or employee benefit plan to seek or obtain an illegal gain at the expense of the members of the labor organization or the beneficiaries of the employee benefit plan, or conspiracy to commit any such crimes, or a crime in which any of the foregoing is an element or has been found by the Commission or any court to have violated his/her fiduciary duty or has been found by the Ethics Commission or any court to have violated M.G.L. c. 268A, shall serve or be permitted to serve:

- (1) As a member, administrator, fiduciary, officer, trustee, custodian, counsel, agent, employee, or representative in any capacity of a board.
- (2) As a consultant, manager or provider of goods or services to a board.
- (3) In any capacity that involves decision making authority or custody or control of the monies, funds, assets, or property of any system.